

STEAM DISTRIBUTION OPERATIONS SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2972	Assistant Steam Distribution Operator	11	041	6 mo.	04/21/89
2971	Steam Distribution Operator	11	041	6 mo.	04/21/89
1954	Steam Distribution Sub-Foreman	11	041	6 mo.	04/21/89
1820	Steam Distribution Foreman	11	041	6 mo.	04/21/89

Promotional Line: 107

Series Narrative

Employees in this series perform and/or supervise the servicing and operation of heating, ventilation, air-conditioning, and other mechanical equipment in buildings and on a campus distribution system (such as steam and chilled water).

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Steam Distribution Operator **2972**

Employees at this level are in training for and assist in servicing and operating heating, ventilation, air-conditioning, and other mechanical equipment in buildings and on the campus distribution system. They work under direct supervision from a designated supervisor.

An Assistant Steam Distribution Operator typically--

1. assists in servicing and operating building steam supply valves, air-conditioning equipment, ventilating fans, and other mechanical equipment
2. inspects, services, and operates tunnel piping and allied equipment (such as traps, condensate meters, vacuum and condensation pumps, expansion joints, and pressure regulating valves)
3. cleans, oils, greases, and packs equipment
4. performs related duties as assigned

Level II: Steam Distribution Operator **2971**

Employees at this level service and operate heating, ventilation, air-conditioning, and other mechanical equipment in buildings and on the campus distribution system. They work under direct supervision from a designated supervisor.

A Steam Distribution Operator typically--

1. services and operates building steam supply valves, air-conditioning equipment, ventilating fans, and other mechanical equipment

2. inspects, services, and operates tunnel piping and allied equipment (such as traps, condensate meters, vacuum and condensation pumps, expansion joints, and pressure regulating valves)
3. cleans, oils, greases, and packs equipment
4. assists in training Assistant Steam Distribution Operators
5. performs related duties as assigned

Level III: Steam Distribution Sub-Foreman**1954**

Employees at this level assign and/or lead the work of assigned personnel. They work under direct supervision from a designated supervisor.

A Steam Distribution Sub-Foreman typically--

1. assists in the direction of the work of steam distribution personnel
2. operates heating, ventilation, and air-conditioning equipment
3. inspects steam distribution piping, vacuum pumps, and tunnels
4. opens and closes steam valves
5. starts and stops building ventilating fans
6. checks buildings for proper temperature
7. acts for supervisor during absences
8. approves time cards
9. performs related duties as assigned

Level IV: Steam Distribution Foreman**1820**

Employees at this level direct the operation of heating, ventilation, and air-conditioning equipment and the maintenance of steam distribution piping, chilled water distribution piping, condensate return pumps, and tunnels.

The employees work under general supervision from a designated supervisor.

A Steam Distribution Foreman typically--

1. directs, assigns, and assists steam distribution personnel in the performance of their duties
2. directs the operation of opening and closing steam valves to buildings and starting and stopping building ventilating fans

3. supervises the checking of buildings to see that satisfactory temperatures are being maintained
4. directs the inspection of building radiator traps, tunnel piping, steam distribution, condensate meters, expansion joints, pressure reducing valves, and related facilities and equipment
5. approves time cards
6. maintains reports
7. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assistant Steam Distribution Operator **2972**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of mechanical experience
2. satisfactory completion of an approved training program as required by the institution to be served

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to perform duties in public places with a minimum of disturbance
2. mechanical aptitude
3. good judgment

Level II: Steam Distribution Operator **2971**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. four years of work experience comparable to that gained as an Assistant Steam Distribution Operator

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to perform duties in public places with a minimum of disturbance
2. mechanical aptitude
3. good judgment

Level III: Steam Distribution Sub-Foreman**1954**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. five years of experience in steam distribution operation

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of building heating, ventilation, and air-conditioning equipment
2. knowledge of the campus steam distribution and chilled water distribution systems
3. supervisory ability

Level IV: Steam Distribution Foreman**1820**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. eight years of experience in steam distribution operation

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of building, ventilating, and air-conditioning equipment
2. knowledge of the campus steam distribution and chilled water distribution systems
3. supervisory ability
4. ability to work effectively with staff

Assistant Steam Distribution Operator
Steam Distribution Operator
Steam Distribution Sub-Foreman
Steam Distribution Foreman

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